
American Consulate General
Mumbai

Vacancy Notice

Mumbai

Date: December 21, 2009

American Consulate General, Mumbai, is seeking an individual for the position of “Security Investigator” (**Temporary Position**) for its Overseas Buildings Operations (OBO) at Bandra-Kurla Complex.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

ANNOUNCEMENT NUMBER: 36R/2009

OPEN TO: All Interested Candidates

POSITION: Security Investigator; FSN-705-07
BLA/OBO-007 (Personal Services Agreement)

OPENING DATE: December 21, 2009

CLOSING DATE: January 5, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-07
Ordinarily Resident: FSN-07

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

Performs investigative work pertaining to personal security and background information. Processes NCC workers for certification as to suitability for working at the NCC. Provides conduit for orderly and accurate transfer to the SSM/RSO of biographical information on NCC employees. Reviews submissions to ensure that information given is adequate for the investigation. Works under the supervision of the SSM conducting background investigations for NCC employees; enters data into the SSM or RSO investigative files, coordinates work with host country law enforcement and security services; interviews subjects, submits to the SSM judgments as to the suitability of workers for this project. Monitors performance of site guards on behalf of the SSM. Provides the SSM with local knowledge for procurement and other contacts in support of the NCC security. Provides informal translation services (if required). Provides backup to SSM Administrative Assistant, and performs miscellaneous duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required. Police or security-related military training required.
2. From one to three years of progressive experience in investigation work with a military, police, or established private security organization.
3. Level IV English (speaking and writing) is required. Level III (good working knowledge) Hindi and Marathi required. Knowledge of additional local languages will be an added advantage.
4. Knowledge of Consulate's security policies and procedures, with emphasis on Bureau of Diplomatic Security's investigative procedures and techniques. Sound knowledge and experience with legal and court procedures in Mumbai, as related to SSM/RSO operations. A working knowledge of the Foreign Affairs Manual pertaining to security and the Office of Security's Instructions and Procedures. Knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoptions, invasions of privacy, etc.
5. Must be computer literate and able to use Microsoft Word, Access, Outlook, and Excel. Must possess valid Indian driver's license (LMV). Must be able to drive cars and possess good driving skills. Must be able to conduct investigation at all levels within Mumbai. Professionalism and positive personality is necessary to have access to host government police and security agencies. Ability to exercise initiative and resourcefulness in obtaining information or evidence is required. Must be extremely tactful in conducting investigations.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following:

1. Application form for employment (Form HR-01)
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Ms. Ann E. Gabrielson
78, Bhulabhai Desai Road
Mumbai 400 026.

POINT OF CONTACT

Shyju B. Kombath
Human Resources Office
Telephone: (022) 2363-3611 – 18 Extn. 4302
Fax: (022) 2368-9016
Email: MumbaiHRCareer@state.gov

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM): **For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual** who meets the following criteria:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief-of-mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders but will have a Form SF-1190 processed authorizing ISMA.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not USEFMs or AEFMs for purposes of 3 FAM 8200.

2. Appointment eligible family member (AEFM): An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:

- (1) U.S. citizen; and
- (2) The spouse or the domestic partner as defined in 3 FAM 1610 of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief-of-mission authority; and
- (4) Residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents of direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFMs for purposes of 3 FAM 8200.

3. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

4. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: COB January 5, 2010

An Equal Opportunity Employer

The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted By: M/HR – MFernandes/SKombath

Cleared By: OBO – TEnglish

Approved By: MGMT - AGabrielson